

TOWN MANAGER'S 6/1 /2010 LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

ORDINANCES	STATUS	TO COMMISSION
Non-profit & church waiver from temp sign fees	TA & Jeff B working on resolution and necessary code amendments to address not only fees but other sign code issues	timing not determined yet
Corner Lot Ordinance	goes to P&Z Board at June meeting	July
Abandoned Property Ordinance	goes to P&Z Board at June meeting	July
24 Hours Openings	sent to P&Z Board for disc at June meeting; staff provided the Board with research done on other cities' practices & with Police Chief's input	TC review in July
Comp Plan Updates Greenhouse Gas Schools	Consultant Walter Keller has submitted these updates & they will be reviewed by the P&Z Bd at their June mtg	TC review in July
Ord 2010-3 City Organization Ord 2010-4	Bud & Connie to review and suggest modifications	6/ 22 regular mtg

ADMINISTRATIVE ISSUES		STATUS	TO COMMISSION
Deadline to revise Commission districts	September deadline?		
Town Technology Issues Granicus Info	report provided to TC on 5/25 agenda; staff to review list of Granicus features & advise if we are using them		
Outdated Technology	The Town is using outdated software & the multiple server configuration creates security but some operational issues. We will be making an assesment of IT issues and identifying what needs to be done.	July	
Personnel Policies	policies are outdated and need a substantial overhaul; issues revealed in Colon payout inquiry need to be addressed such as continuation of benefits policy; authority for certain practices; CH to preparing revisions for TC review	July	
Purchasing Policies			
BUDGET		STATUS	TO COMMISSION
Current Year Budget vs Actual Analysis	Format & analysis of general fund only prepared. If TC likes the format, analyses of other major funds will be prepared if	5/25 Regular meeting	
Analysis of Contingencies & Reserves	more analysis needed of several items	6/22 Budget Workshop	
Town Attorney cost projections & possibility of different fee arrangements	will research arrangements other cities have	August meeting	
Evaluation of cost reduction alternatives for Building services	will evaluate current contract w County & alternative options (i.e. other contractors)	September budget meetings	

CAPITAL PROJECTS	STATUS	TO COMMISSION
A1A Landscape/Stretscape LAP Project Pine Island to Terra Mar	At 4/13 mtg Commission directed that Town input be given to PBS&J before they design it. We just rc'vd the conceptual plan which is due to FDOT 6/1. PBS&J will meet with MPSC soon.	8/16 public meeting
El Mar Dr Streetscape Project	MPSC discussed at their May mtg	
Stormwater Projects	Chen & Associates to prioritize the projects list & group stormwater & CIP projects together	
Stormwater Plan Contract Questions	Bud finalizing review of Chen contract and prior studies to determine compliance w contract terms. Funds available in contract to do add'l work. Task order or contract amendment?	
Public bathroom facilities near beach	TC moved to 6/8 mtg, but staff not done with research & requests this be rescheduled for discussion in July	7/14 roundtable
Status of projects approved in prior fiscal years & funding closeouts	Town does not have a report or spreadsheet that defines financial status of approved projects that carries data across fiscal years, so must create one to know what funds are still required or can be freed up.	
DEVELOPMENT ISSUES	STATUS	TO COMMISSION
Perez & Associates site plan issues	Jeff Bowman awaiting architect's decision on options	
Sea Lord Hotel drainage issue		
4337 Seagrape Drive drainage	Jeff met with owner Vitale 5/25	

EVENTS	STATUS	TO COMMISSION
July 4th Fireworks Decision	<p>Staff directed at 4/13/2010 meeting to</p> <p>1) provide costs for fireworks for past 3 yrs & indicate where they were launched from</p> <p>2) provide an estimate of cost to shoot them from a barge or the pier</p> <p>Bud has provided most info to Commission.</p> <p>Pier has quoted reduced price of \$12K to shoot fireworks from Pier</p> <p>fireworks contract awarded to company rec by evaluation committee; under \$15,000</p>	Special events applic on 6/8
Revisions to Special Events Policy	staff to draft	August or Sept

FINANCIAL MATTERS	STATUS	TO COMMISSION
Colon Payout Inquiry	Inquiry completed; letter sent to Colon 5/27 requesting pay back by 5 pm 6/7/2010. Now reviewing issue of Colon's eligibility to stay on Town's insurance plans	Will report on whether Colon responds to request for reimbursement at 6/8 meeting
Internal controls	Need direction from Commission whether an audit/ analysis of bank account transactions is desired;	
Banking Services Agreement	need to review existing agreement and practices (i.e. multiple bank accounts) for efficiency & effectiveness	
RFP for Audit Services	Revised draft prepared & suggestions on makeup of Audit Committee made to TC.	TC to appoint audit committee 6/8
Cash Reports	have gotten format that another city uses & will be preparing a similar report for LBTS	first report to TC in July
Olinzock final seperation	final payout dependent on TC decision whether to revise termination to be for cause	6/8
Appropriation to cover budget shortfalls due to Colon & Olinzock payouts		6/22
Investment Policy & Review of Current Investments	Have drafted an investment policy for TC consideration, but need to look at current investments & capability of staff to implement proposed investment policy	
Improved efficiency in finance operations	A consultant is going to look at multiple practices in our operation and recommend more efficient approaches	

OTHER ACTION ITEMS	STATUS	TO COMMISSION
Choice Environmental Negotiations	Staff, Comm. Sasser & Town Attorney meeting with Choice 6/4.	
Lease of warehouse	Mun Svcs Dir to define Town's space needs; once done, staff will put an RFP out for a leasing agent	back to TC in October
Grant requirements at Senior Center	TM to provide TC with a report on what the grant requires. This item was to come back to the TC on 6/8 but I only became aware of this issue 6/2, so request time to review it.	7/14 roundtable
Fees for residents/non-residents at SC		
TRAFFIC ISSUES	STATUS	TO COMMISSION
Imperial Lane Traffic Calming	Town Engineer submitted traffic choking proposal to County on 5/25; awaiting their response	
Trial Valet Project	Staff recommends 101's valet plan be authorized on a trial basis; review of that plan & observation of other fee parking operations indicates a need to revise the Code prohibition on charging non-patrons of that particular business for parking	6/9 Roundtable 6/23 Regular Meeting for approval Code revisions to come at a later date
Open outlet to alley from Pier pkg lot	Bud to meet with owners regarding their interest & willingness to comply with traffic engineering requirements for safe access to alley	
Red light camera for Comm'l/A1A inter	staff to seek proposals or bids	Sept
Bel Air traffic light issues	traffic count to be requested to be done during season; Comm. Clotey has advised that light near the church is now working properly	

COMPLETED ASSIGNMENTS	STATUS	TO COMMISSION
Jarvis Hall lighting		
LAP project match	TC was advised of town's match requirements at 5/25 mtg	
Speeding on Seagrape	BSO scheduled periodic traffic enforcement on Seagrape in April & May	